

Rental Guidelines*

- Reservations must be made no more than 4 months and no less than 14 days in advance of requested rental date (exceptions subject to Supervisor approval).
- Full payment and completed/signed rental agreement is due at time of reservation. Payment includes rental fees along with Damage Deposit and Supervisory Fee (if applicable).
- Further guidelines apply to gatherings exclusively for Teenagers.
- Alcohol and illicit drugs are not permitted on the premises.
- Smoking indoors is not allowed.
- Renter and guests must abide by Rules and Regulations. Renter is responsible for the behavior of their guests.
- If applicable, you must obtain appropriate permits/certificates prior to rental date.
- All cancellations/refunds will follow the department's refund policy.
- All equipment, decorations, and garbage must be removed from rental space/grounds at conclusion of rental period.
- Food and beverages are not allowed in the Gymnasium at Green Road Community Center.

*A comprehensive list of Rules, Regulations, and Policies will be presented at the time of rental agreement processing.

Frequently Asked Questions

- **Are tables and chairs available?**
Yes. 6-foot rectangular tables and folding metal chairs are available for indoor rentals at Green Road and Brentwood Centers.
- **May I decorate the rental space?**
All decorations must be free-standing. No flammable items (candles, etc) may be used. Renter is responsible for any damage caused by decorations. No taping-up or hanging-up of items is permitted.
- **When may I begin setting up?**
Both set-up and break-down time must be included in your rental. Factor this in when determining the length of your rental.
- **Who is responsible for clean up?**
The renter is responsible for leaving the rental space in the condition it was found. This may include: stacking and putting away tables/chairs, sweeping, mopping, vacuuming, and taking out any accumulated garbage. Staff will assist renter in locating necessary cleaning equipment.
- **How late may indoor spaces be rented?** 9pm is the latest time indoor spaces may be rented. Rental groups must be prepared to vacate the building by end of rental time period. Later rentals require supervisor approval.
- **Are Athletic Fields available for rent?** Yes. Please contact the Athletics Department at 831-6836 to inquire about availability and rental of Athletic fields city-wide.



Green Road Community Center

Monday-Friday: 10am-9pm

Saturday: 9am-3pm

Sunday: 1pm-6pm

Phone—(919) 872-4140 / fax—(919) 713-4188

Rental Information

Brentwood Neighborhood Center

3315 Vinson Place, Raleigh, NC 27604



Spring Forest Road Park

4203 Spring Forest Road, Raleigh, NC 27616



Contact Information

Phone: (919) 872-4140

Fax: (919) 713-4188

Website: parks.raleighnc.gov

Director: Dan Bagley

Daniel.Bagley@raleighnc.gov

Assistant Director: Ryan Vinson

Ryan.Vinson@raleighnc.gov



General Information and Rental Fees

*Rates listed below are hourly. All rentals must be rented for a minimum of 2 hours

A \$75 refundable damage deposit is required for Indoor Rentals

A \$15 non-refundable application fee is required for all rentals (excludes picnic shelters)



Brentwood Neighborhood Center 3315 Vinson Place, Raleigh, NC 27604

The Brentwood Neighborhood Center is available for rent on weekdays and weekends. A great space for meetings, family gatherings, baby showers, and children's parties. The main room at Brentwood Neighborhood Center measures 26'x40' and will hold up to 99 people. Brentwood also offers a warming kitchen, outdoor playground, basketball court, tennis court, baseball field, multi-purpose field and a covered picnic shelter.
Neighborhood Center Rental Fee: \$50.00*/hr

Meeting Space



The main meeting space at Brentwood, this room holds 99 people standing or about 60 sitting. Perfect for parties, church services, reunions and much more!

Warming Kitchen



Our warming kitchen is also included in the rental fee. It includes a refrigerator, microwave, sink and generous sized metal island.

Picnic Shelter



Separate from the Neighborhood Center, Brentwood also has a covered picnic shelter with 10 picnic tables. Perfect for birthdays, churches, celebrations or get-togethers. There are no electrical outlets at Brentwood.

Shelter Rental Fee: \$9.00*/hour

Please call our Athletics Department to inquire about rental of Baseball fields: 831-6836

Spring Forest Road Park 4203 Spring Forest Road, Raleigh, NC 27616

Spring Forest Road Park is an outdoor delight! It features an outdoor playground, walking trail, tennis courts, baseball field, covered picnic shelter and a huge open field space! Restroom facilities are attached to the picnic shelter and charcoal grills are on-site.



Spring Forest Road Playground

Picnic Shelter



The covered picnic shelter has 9 picnic tables attached to bathrooms. It is located right next to the playground. There are electrical outlets, but power is **not** guaranteed.
Shelter Rental Fee: \$9.00*/hr

Open Space



This huge open field is perfect for all types of activities! Some include sports activities, picture taking, family reunions and birthday parties, just to name a few! It is located by the picnic shelter.

Spring Forest Open Space: \$20.00*hr (picnic shelter is an additional \$9.00 per hour)

Please call our Athletics Department to inquire about rental of Baseball fields: 831-6836

Facility Rental Inquiry Form

Today's Date: _____ Name (First and Last) _____
Phone#: _____ 2nd Phone#: _____
Preferred Room or Shelter: _____ Preferred Rental Date: _____
Time Requested: _____ Rental Type (ex: family reunion, b-day party, etc): _____
Maximum # of people in your group: _____

This is not a rental contract but solely a facility inquiry form. No rental is confirmed until the rental contract is filled out, signed and a rental agreement has been given or mailed to you

Questions: _____
A Facility Supervisor will contact you within 48 hours*